

REQUEST FOR PROPOSALS
WORKSHOP FACILITATION SERVICES
VALLES CALDERA NATIONAL PRESERVE
SUBMISSION DUE DATE: MARCH 12, 2007

The Valles Caldera Trust (the Trust), which manages Valles Caldera National Preserve (the Preserve), is seeking proposals from qualified individuals, corporations or organizations to facilitate a series of public workshops in north-central New Mexico. The purpose of the workshops is for the Trust to collaborate with stakeholders in developing alternatives for a comprehensive program for public access, use and recreation on the Preserve.

The Trust is developing alternative actions for the long-term management of public access and use on the Preserve for recreation, education and other purposes. The Trust proposes to use a series of workshops to collaborate with interested stakeholders to develop these alternatives. The Trust expects to collaborate with stakeholders under the guidance of effective, neutral facilitation. The alternatives resulting from the workshops may be defined by themes, capacities and/or location and scale of infrastructure and facility development.

The Trust is seeking proposals for facilitation services from qualified individuals and/or companies whose approach and style best represent the Trust. The facilitator(s) selected for this effort will work with Trust staff to design workshops to meet the expectations of stakeholders, ensure meaningful and substantive participation and meet the objectives of the Trust. The facilitator(s) will work with the Trust to establish the format and agendas for the workshops. The facilitator(s) will manage, facilitate, document and summarize the workshops.

The entire process should be completed within six (6) months from the date the contract is awarded.

Background

The Valles Caldera Preservation Act (Public Law 106-248) created the Valles Caldera Trust as a wholly owned government corporation to manage the Valles Caldera National Preserve. A nine-member Board of Trustees governs the Trust and the Executive Director oversees management of the Trust and the Preserve. As a wholly owned government corporation and a 501(c)(1) non-profit organization, the Trust can accept tax-deductible donations.

Congress established the Preserve and Trust in 2000 to “protect and preserve the scientific, scenic, geologic, watershed, fish, wildlife, historic, cultural, and recreational values of the Preserve, and to provide for multiple use and sustained yield of renewable resources within the Preserve” and to operate the Preserve as a working ranch consistent with these purposes.

The Preserve has a long history of ranching, resource extraction and big game hunting. However, under private ownership it was never open for public access or use for recreation or other purposes.

Scope of Contract

Facilitation services and related work will be done in compliance with the terms, specifications and provisions of the contract.

Location and Description

Valles Caldera National Preserve is 89,000 acres of high elevation forest and grasslands in the Jemez Mountains, primarily in Sandoval County, in north-central New Mexico (see attached location map). Located 75 miles northwest of Albuquerque, 20 miles north of Jemez Springs, and 18 miles west of Los Alamos, the Preserve is surrounded by the Santa Fe National Forest, Bandelier National Monument and the Santa Clara Pueblo.

The offices of the Valles Caldera Trust are located in Jemez Springs, New Mexico.

Notes to Bidders

The Statement of Work/Technical Specifications below should be considered as guidelines and not all-inclusive. Do not hesitate to provide innovative solutions. This is a best value procurement and our intention is to enter into final negotiations with the top bidder or bidders. All bidders are encouraged to read "Valle Grande: A History of the Baca Location No. 1" by Craig Martin (2003, All Seasons Publishing, Los Alamos, NM) and to visit the Trust's web site at www.vallescaldera.gov. Reference documents that bidders might find helpful are found at: http://www.vallescaldera.gov/about/trust/trust_ref.aspx.

Reference Documents of particular interest to this contract include:

- Valles Caldera Preservation Act,
- Framework and Strategic Guidance for Comprehensive Management,
- Management Principles,
- Master Plan for Interpretation and
- National Environmental Policy Act Procedures.

Statement of Work/Technical Specifications

1. The facilitator(s) should be familiar with the Trust's enabling legislation (Valles Caldera Preservation Act) and other relevant documents developed by the Trust. This information provides an understanding of Trust goals and objectives for public access, use and recreation on the Preserve. This information is essential for successful facilitation of the public workshops.
2. The facilitator(s) will provide facilitation services directly for the Trust and represent the Trust in public workshops as a neutral third party. Workshop participants, including Trust staff, will work collaboratively guided by the facilitator(s).

3. The facilitator(s) will work with Trust staff to design workshops to meet Trust goals and objectives. Trust staff and the facilitator(s) will determine the times and locations of four workshops in north-central New Mexico. At least one workshop will be conducted at Trust offices in Jemez Springs, New Mexico. The facilitator(s) will work with Trust staff to develop a public outreach plan for the workshops.
4. The facilitator(s) will record and document workshop content and proceedings to support the Trust in developing planning alternatives. Reports will be prepared on each workshop and a final report will be prepared that summarizes the four workshops.
5. The facilitator(s) will develop and implement a process for participants to evaluate each workshop. Participant evaluations may be used to make adjustments to workshops structure and design during the contract.
6. Pending unforeseen circumstances, the Trust expects the entire process to be completed within six (6) months from the date the contract is awarded.

Contract Deliverables

1. Workshop design(s)
2. Time and schedule for meetings with the Trust, public workshops and deliverables
3. Agendas with objectives and outcomes for each workshop
4. Summary reports after each workshop and a final report following the series
5. Summary of participant evaluations of the workshops in each workshop report and final report

Administrative Information

1. This is a best value procurement, which means that contract evaluation will consider factors other than lowest price.
2. This request does not commit the Trust to pay any costs incurred by the Offeror in the submission of the proposal.
3. The Trust will treat each proposal as proprietary information. Proposals will not be returned.
4. The Trust reserves the right to reject any proposal.
5. A selection committee of Trust staff and Board members will evaluate all proposals and select finalists who will be asked to give an oral presentation to the selection committee on their proposal and qualifications. The Trust expects to make the award and notify bidders within one (1) month of the submission date.
6. The Trust reserves the right to conduct discussions with any bidder if it is deemed necessary for understanding, clarity or negotiations.

Contract Evaluation Criteria

- 1. Award Determination: Each Offeror's proposal shall respond to the following evaluation criteria. To be considered for award, narratives and proposals with specific examples are required. The award will be based on the "best value" to the government.**
- 2. Evaluation Factors:**
 - A. Responsiveness to the proposal (30%)
 - B. Similar experience in scale and scope (25%)
 - C. Price (20%)
 - D. Past performance and references (15%)
 - E. Technical accreditation and certification (10%)

Proposal Format and Content

- 1. The format of proposals should:**
 - A. Include a copy of the cover/signature page on each copy of the proposal
 - B. Be bound on the left hand margin, but not stapled
 - C. Be printed on one side only
 - D. Include five (5) copies of the proposal
 - E. Have all pages numbered
 - F. Provide a separate price schedule that includes the name of the proposing company
- 2. The written proposal should include, at a minimum, the following:**
 - A. A description of qualifications, abilities and experience with similar projects
 - B. Samples of work for similar clients
 - C. Client list
 - D. Three (3) professional references
 - E. Names and resumes of all people assigned to the project
- 3. Pricing should include:**
 - A. Loaded hourly rates and estimated number of hours for each person assigned to the project
 - B. Costs for participating in the following meetings at Valles Caldera Trust offices in Jemez Springs, New Mexico:
 - 1 day post-award meeting
 - 1-day meeting to present final workshop design and agendas
 - 1-day pre-workshop meeting

- 1-day meeting to present final results of the contract
- C. Costs for each workshop and total cost for four workshops, including pre- and post-workshop briefings/debriefings, individual workshop reports and a final report on all workshops (reports should include participant evaluations) [The Trust will pay logistics and facilities costs of the workshops separately from this contract]
- D. Total cost of the project

Compliance

The selected bidder is responsible for complying with all applicable state and federal laws and regulations.

Proposal Submittal Instructions

1. Five copies of the proposal must be received at the address below no later than **4:00PM MST on March 12, 2007**.
2. Proposals may be faxed to 505-829-4614.
3. Proposals submitted via U.S. Postal Service, Federal Express or any other parcel service should be addressed to:

Marie Rodriguez
ATTN: Facilitation Services
Valles Caldera Trust
P.O. Box 359
Jemez Springs, NM 87025
4. Proposals may also be delivered in person to the following address:

Marie Rodriguez
ATTN: Facilitation Services
Valles Caldera Trust
18161 Highway 4
Jemez Springs, NM 87025

For any questions, please call Marie Rodriguez at 505-428-7728.

Attachments

1. Location Map

